



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: COMMAND DESIGNATION, ACCOUNTABILITY, AND DIRECTION	GENERAL ORDER NUMBER: 201
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this directive is to specify authority for direction, designation of command, and accountability of supervisors for the performance of subordinates, and to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties.

201:1 Definitions

Order of Precedence

The order of precedence is the specific order of movement for authority to pass from named individual to the next named individual in a pre-designed fashion.

Command Authority

Command authority is the granting by the Chief of decision-making rights on behalf of, and with the same authority as, the Chief.

Shift Supervisor

The shift supervisor is the highest-ranking senior supervisor on duty, and serves as the point of contact when circumstances or incidents occur that require notification of the Department's administrators when the Chief or other command staff are away from the Department, and are not accessible.

201:2 Direction

201:21 Responsibility for Direction

The authority and responsibility for the management, direction, and control of the operation and administration of the Department shall be vested in the Columbia Heights Chief of Police.

201:22 Order of Precedence

201:221 Command Authority

In the event of the Chief's absence, the order of precedence for command authority shall be as follows:

- Captain
- Sergeant
- Senior Officer on duty

201:23 Accountability of Supervisory Personnel

To achieve direction, coordination, and control, supervisory personnel shall be accountable for the performance of employees under their immediate control.

201:3 Orders

201:31 Lawful Orders

Personnel shall be required to obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank.

201:311

Any employee who willfully disobeys or disregards a direct order, verbal or written, of a supervisor shall be considered to be insubordinate.

201:312

A directive from a superior officer shall have the force and effect of a lawful order.

201:32 Conflicting Orders

In the event an employee receives a conflicting order or directive, the employee shall respectfully call the conflict to the attention of the supervisor giving the last order. If the latter does not change the order, it shall be obeyed and the employee thereafter shall not be responsible for disobedience of the first order.

201:33 When in Doubt

Employees in doubt as to the nature or details of their assignment shall seek such information from their supervisors by going through the chain of command.

201:4 Communication, Coordination, and Cooperation between Agency Functions

201:41 Regularly Scheduled Meetings

To enhance communication, coordination, and cooperation between agency functions, the following regularly scheduled meetings shall be held:

- Administrative staff meetings are to be held as directed by the Chief.
- Department supervisors meetings are to be held every month as directed by the Chief.

201:42 Authorized Written Formats

The Chief authorizes the following written formats to be used for intra-agency communications:

- **General Order:** A permanent written directive issued by the Chief, applicable to the entire Department or division as directed, concerning policies, rules, or procedures that shall remain in effect until modified or rescinded by a subsequent order.
- **Operational Memorandum:** Informal or formal written documents initiated by

Department personnel, intended for internal Department or interdepartmental messages, which may or may not convey an order; but which generally are used to clarify, inform, or inquire.

- If an Operational Memorandum is in conflict with a General Order, an officer should bring it to the attention of a supervisor.

201:43 Authority to Issue General Orders

Authorities to issue, modify, or approve an agency General Order is vested in the Chief.

201:44 Authority to Issue Other Official Communications

Authority to issue, modify, or approve communications formats other than a General Order is vested in the Chief, or his/her designee.

201:45 Responsibility for Understanding and Adherence

Department employees are responsible for understanding and adherence to all authorized written and electronic communications applicable to them. General Orders shall be kept in electronic files, and shall be accessible by each agency employee.

201:46 Amendments to Written and Electronic Communications

Amendments to existing orders shall be noted in the directive heading, and shall include both the date of the original and the amendment.

201:5 Maintenance of Written Directives and General Orders

201:51 Review of Written Directives / General Orders

Under the direction of the Chief, the policy review committee shall conduct a bi-annual review of all current orders. Any changes to existing orders, or the introduction of new orders, shall ordinarily be subject to staff review prior to final approval by the Chief. Orders that are no longer applicable shall be purged by order of the Chief.

201:52 Indexing of All Orders

All orders issued under the name of the Chief shall be indexed by number. A current index shall be distributed to all employees. Distribution of orders shall be as follows:

- Distribution A: All Department staff including Reserves
- Distribution B: All licensed Department Staff.

201:6 Dissemination of Orders

201:61 Distribution through Chain of Command

All orders shall be distributed through the chain of command to assigned personnel.

201:62 Verification of Receipt and Review

Prior to distribution of a new or modified order, shift supervisors shall present all division employees with a copy of the order, and review the directive with the employee through supervisory staff.

201:621

Each employee, after receipt of a new or modified order, shall acknowledge receipt by placing his or her initials on a distribution list prepared for each new or modified order.

201:622

This presentation of, and training on, a new or modified order may be accomplished through roll call or multiple employee presentations.

201:623

The respective shift supervisor, or his/her designee, shall return one copy (each) of the distribution list showing the initials of all employees promptly to the Office Supervisor.

201:63 Storage of Original Documents

Original orders shall be kept on file in the administrative offices of the Chief, under the control of the Office Supervisor.

201:64 Electronic Dissemination and Storage

At such time as available to the Department, nothing in this directive shall prohibit the dissemination and storage of written or electronic communications by automated means.

201:65 Dissemination of Written or Electronic Documents Outside the Agency

Employee manuals are the properties of the Columbia Heights Police Department. Employees shall not duplicate any materials contained in the manual for the purpose of distribution outside the agency, except where authorized in section 201:651 of this General Order.

201:651

On occasion, employees will receive requests for copies of materials contained in the Columbia Heights Police Department policy manual. Requests from the public or non-public safety organizations are subject to **General Order 900**, Data Practices Plan, and shall be approved by the Office Supervisor. The Office Supervisor, upon approving such a request, shall notify the Chief of that release, including information on the receiving party.

BY ORDER OF:

Scott Nadeau, Chief of Police

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